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AUTHOR Schifferle, Judith
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ABSTRACT

This handbook is one of a set of six which provide a systematic means to help students in grades 4 through 8 learn the process of writing while building specific writing skills. The handbook focuses on letter and report writing skills, and offers 25 reproducible lessons, in a variety of formats, which give students practical experience in writing business and personal letters, list preparation, and organizing and writing reports. Each handbook also presents directions and reproducible management and evaluation aids for turning the classroom into a writing workshop (such as an editor's key, editing practice pages, an individual recordkeeping form, and a form to help students design their own writing activities). (SR)

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